

SANDY CITY  
APPROVED CLASS SPECIFICATIONS

I.	<u>Position Title:</u> Management Analyst -Public Utilities	<u>Revision Date:</u> 05/13
		<u>EEO Code:</u> Professional
		<u>Status:</u> Exempt (Admin.)
		<u>Control No:</u> 30563

II.     Summary Statement of Overall Purpose/Goal of Position:

Under the direction of the Director and the Support Services Manager performs various projects relating to finance, budget, city management, intergovernmental relations, and quality improvement programs. Assists the Support Services Manager in his/her assigned duties.

III.    Essential Duties

A.     MANAGEMENT DUTIES

- Assist department as assigned by the Director or Support Services Manager in general administrative, operational, and financial studies, audits or analysis.
- Collect pertinent information through research, audits, surveys, etc.
- Analyze information using statistics, regression analysis, and spreadsheet calculations.
- Present results through reports, graphs, spreadsheets, charts.
- Prepare various presentation mediums such as charts, boards, slides, graphs, spreadsheets, etc.
- Prepare and do oral presentations to the Public Utilities Advisory Board, City Council, and the public.
- Assist the Director and/or Support Services Manager in the preparation of presentations to the City Council and other organizations.
- Attend various meetings which the Director or Support Services Manager is not able to attend.
- Work with consultants, city departments, and work teams to improve quality throughout the city.
- Participate on quality work teams throughout the city.
- Participate in the training of supervisors and serve as a resource to them.
- Assist in the preparation of contracts, grants, policies and requests for proposals.

B.     BUDGET DUTIES

- Assist department in preparing budgets.
- Assist in preparing budget presentations for City Council and the public.

IV.    Miscellaneous Duties:

- Perform other duties as assigned.

V.     Qualifications:

**Education:** Requires a bachelor's degree in public/business management, finance or closely related field. Master's degree in public/business administration preferred. Strong quantitative skills and written and verbal communication skills also preferred.

**Experience:** Requires one year related experience. May substitute an equivalent combination of education and experience.

**Certificates/Licenses:** Requires a valid Utah Driver's License.

**Probationary Period:** A one-year probationary period is a pre-requisite to this position.

**Knowledge of:** Governmental accounting and program budgeting; application of theories/organizational management to a governmental entity; computer software including word processing and spreadsheets.

**Responsibility for:** Working with departments on studies, audits and projects to enhance city performance; choosing the proper type of communication medium to present information to the Mayor's Cabinet, the City Council, or citizens; coordinating efforts of continuous improvement throughout the city.

**Communication Skills:** Ability to professionally furnish and obtain information from other departments; regular and frequent outside contact with persons of high rank, requiring tact and judgment; requires well developed sense of strategy and timing; constant contact with the public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules; influencing of others to obtain the desired results.

**Tool, Machine, Equipment Operation:** Requires regular use of a personal computer, printer, copier and telephone system.

**Analytical Ability:** Prioritize tasks; work well under pressure and impending deadlines; establish effective working relationships with employees, Department Heads, and the public; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and presentations.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects or controls. Moderate physical exertion is present because of moderate stooping and kneeling required. Employee may sit or stand for long periods of time and may occasionally move up to 50 pounds. Employee frequently communicates with others.

*Work Environment:* Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate pressure and fatigue are present due to frequent exposure to stressful situations as a result of human behavior and frequent deadlines; limited evening and weekend work required; very frequent contact with employees and the public; near constant mental application; occasional exposure to inclement weather conditions visiting work places and work sites of employees.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

Dept/Division Approval: \_\_\_\_\_ DATE: \_\_\_\_\_

Personnel Dept. Approval: \_\_\_\_\_ DATE: \_\_\_\_\_